

CORRESPONDENCE

EXAMPLES OF FORMAT

Office of the Deputy Director for Support

COPY

ACTION MEMORANDUM NO. A-265

3 July 1963

TO : Deputy Director (Plans)                      General Counsel  
Deputy Director (Support)                      Inspector General  
Deputy Director (Intelligence)                      Comptroller  
Deputy Director (Research)

SUBJECT: Correspondence Addressed to the Office of the Director

1. This memorandum is a gentle reminder of previous oral and written instructions concerning the lead paragraph of a memorandum to the DCI, DDCI or Executive Director.

2. Probably due to the passage of time, change of Directors, etc., the O/DCI continues to receive memoranda in which the lead paragraph does not clearly indicate whether the document requests action or is for information or background use only.

3. Addressees are requested to take whatever steps necessary to insure that all memoranda submitted to the DCI, DDCI or Executive Director open with a sentence similar to one of the three below.

a. "This memorandum is for information only; particular reference is made to paragraphs \_\_\_\_, \_\_\_\_, and \_\_\_\_."

b. "This memorandum suggests action on the part of the DCI, DDCI or Executive Director; this action is contained in paragraph \_\_\_\_"

c. "This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph \_\_\_\_"

/s/  
Lyman B. Kirkpatrick  
Executive Director

COPY

~~CONFIDENTIAL~~

DD/S 66-3775

19 JUL 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Use of Certain Terms

As requested by you to pass around on a quiet basis, the following are the expressions and their definitions which I discussed at a recent staff meeting.

"DD/P," "DD/S," "DD/I," and "DD/S&T" refer to the man, not the directorate. "Clandestine Services," "Support Services," "Directorate of Intelligence," and "Directorate of Science and Technology" should be used to refer to the directorate.

The term "Director" or "Director of Central Intelligence" should be used when referring to Mr. Helms, not "DCI."



25X1A

L. K. White

Executive Director-Comptroller

DD/ Distribution:

✓ Orig - DD/S Subject

1 - ea to D/CO, D/F, D/L, D/MS, D/P, D/S, DTR

~~CONFIDENTIAL~~

GROUP 1

downgrading and  
declassification

XERO COPY

XERO COPY

See RM II for those going to ExDir,  
DDCI and LCI by title.

MEMORANDUM FOR: Director of Personnel

SUBJECT : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

REFERENCE :: Memo dtd 5 Oct 65 to DD/S fr D/Pers, same subject (or . . .subj: Holiday Duty)

1. XXX  
XXXXXXXXXXXXXXXXXX.
2. XXX  
XX  
XX.
3. XXX.

R. L. Bannerman  
Deputy Director  
for Support



REFERENCE LINES

DD/S 65-0000

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Holiday Duty

REFERENCE : Memo dtd 25 Oct 64 to DD/I, DD/S, DD/P and  
DD/S&T fr ExDir-Compt, same subject

there is more than one reference:

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Holiday Duty

REFERENCES : (a) Memo dtd 25 Oct 64 to DD/I, DD/S, DD/P and  
DD/S&T fr ExDir-Compt, same subject  
(b) Memo dtd 5 Nov 65 to ExDir thru DD/S fr DD/P,  
same subject

DD/S 65-0000

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX XXXXX

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 4.

[illegible][illegible][illegible]

R. L. Bannerman  
Deputy Director  
for Support

The recommendation contained in paragraph 4 is approved.

Richard Helms  
Director of Central Intelligence

Date \_\_\_\_\_

**Distribution:**

O - DD/S

1 - ER

1 - DD/S chronō

1 - DD/S subject (w/held)

1 - (any information addressee)

(Distribution shown on original  
on approval papers only.)

Note: If, for instance, the DD/P, General Counsel, or any other office outside the DDS were to sign CONCURRENCE on this approval memo, the concurrence line would appear above the approval line.

MEMORANDUM FOR THE FILE

DD/S 65-0000

MEMORANDUM FOR THE FILE

SUBJECT: XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX

1. XXXXXXXXXXXXXXXX, etc.
2. XXXXXXXXXXXXXXXX, etc.
3. XXXXXXXXXXXXXXXX, etc.

R. L. Bannerman  
Deputy Director  
for Support

DD/S:RLB:fp	)	
Distribution:	)	Shown on original.
O - DD/S subject	)	
1 - DD/S chrono	)	



## Memorandum of Conversation

SUBJECT : XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX

COPIES TO , DDCI, Ex.Dir.-Compt., D/F, OGC, DD/S (2)

- (11-23-59)

☐ UNCLASS. ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Optional: XXXXXXXXXXXX XXXXX XXX

FROM: Deputy Director for Support  
Room 7D-18 HQS

EXTENSION

NO.

DATE

5 November 1965

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Personnel  
Room 5E-56 HQS

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Eck:

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXX.XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXX.

R. L. Bannerman

Att

Memo dtd 4 Nov 65 to DD/I, DD/P,  
DD/S, and DD/S&T fr DDCL, subj:  
XXXXXX XXXXXX XXX \*(DD/S 65-0000)

(( DD/S:RLB:fp

(( Distribution:

(( O - Addressee w/cc of att

(( 1 - DD/S chrono

(( 1 - DD/S subject w/att

(( DD/S 65-0000 - Memo dtd, etc.

\*DD/S number shown only on DD/S  
copies.Shows on DD/S  
copies only.  
Copies are on this  
form also.

TRANSMITTAL SLIP		DATE	10 January 1965
TO: Director of Logistics			
ROOM NO.	BUILDING		
1C-50	Quarters Eye		
REMARKS:			
<p>For your information.</p> <p>(Note: Prepare a transmittal of the office to which the extract will be sent. It is not necessary to make a chrono and subject of the transmittal slip. The chrono and subject of the extract itself will be sufficient. Have the officer sending the extract (in this case Mr. Bannerman) initial above his title on the transmittal slip.)</p>			
FROM: Deputy Director for Support			
ROOM NO.	BUILDING		
7D-18	Headquarters		
FORM NO. 241 1 FEB 55		REPLACES FORM 30-8 WHICH MAY BE USED.	
		☆ GPO: 1957-O-439445 (17)	

EXTRACT

DD/S 65-0000

A portion of any correspondence which is sent to an office or person for information.

6 January 1963  
(The date the material  
quoted was written)

MEMORANDUM FOR THE FILE

E-X-T-R-A-C-T

"4. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX, etc.

"a. XXXXXXXXX, etc.

"b. XXXXXXXXX, etc.

E-X-T-R-A-C-T

DD/S:RLB:fp )  
Distribution: )  
O - D/Log on 10 January 63 )  
1 - DD/S chrono )  
1 - DD/S subject )

On DD/S copies only

R. L. Bannerman  
Deputy Director  
for Support

Att

Memo dtd 5 Nov 65 to DD/S ) If the attachment is clearly spelled out  
fr D/Pers, subj: Recruitment ) in the body of the memorandum, there  
is no reason to spell it out here.  
BUT -- Do NOT use the phrase "As stated",  
simply list "Att".

IF THERE ARE TWO OR MORE ATTACHMENTS:

2 Atts

Att 1: Memo dtd 5 Nov 56 to DD/S  
fr D/Pers, subj: Recruitment  
Att 2: Memo dtd 23 Oct 65 to DD/S  
fr D/Pers, subj: Recruitment

Note: Please try to avoid using Tab A, Tab B, Tab C, etc., in listing  
attachments.

IF THERE ARE ATTACHMENTS PLUS A COURTESY COPY LINE, they  
are shown as follows:

R. L. Bannerman  
Deputy Director  
for Support

Att

Reference (or, Referent memorandum)

cc: General Counsel  
Director of Personnel

7 NC E: Memoranda have "Attachments"  
Letters have "Enclosures"

DD/S 65-0000

INFORMAL MEMORANDUM

This form may be addressed by title or name [redacted]  
[redacted]  
[redacted]

MEMORANDUM FOR: Director of Personnel

XX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

XX  
XX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

R. L. Bannerman

OR, VERY INFORMAL

This form never used for ExDir, DDCI or DCI.

MEMORANDUM FOR: Mr. Echols

Eck:

XX  
XX.

XX  
XX.

R. L. Bannerman

Page 4

INFORMAL GUIDANCE CONCERNING MR. HELMS' PERSONAL PREFERENCES  
IN THE FORMAT OF CORRESPONDENCE:

1. He prefers addresses to be no longer than four lines, if possible.

Example: Mr. John W. Smith, Director  
Department of. . . . .  
0000 1st Street, N.W.  
Washington, D.C. 00000

rather than

Mr. John W. Smith  
Director  
Department of. . . . .  
0000 1st Street, N.W.  
Washington, D.C. 00000

2. He prefers the memorandum format rather than a letter, even when replying to an incoming letter.

Example: MEMORANDUM FOR: The Honorable Dean Rusk  
The Secretary of State

SUBJECT :

rather than the letter format.



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

NOTE. Memoranda to the President are double-spaced.

MEMORANDUM FOR THE PRESIDENT

SUBJECT: Safety Program of the Central Intelligence Agency

In accordance with . . .

I wish to assure you. . .

Richard Helms  
Director

Attachment

\*\*\*\*\*

ON CIA COPIES ONLY:  
DD/S:RLB:fp (ON DD/S COPIES ONLY)  
Distribution:

- O&I - Addressee w/att
- 1 - Signing Official w/att
- 1 - ER w/att
- 2 - DD/S w/att
- 1 - D/Sec w/att.

CONCUR:

\_\_\_\_\_  
R. L. Bannerman  
Deputy Director  
for Support

\_\_\_\_\_  
Date





CENTRAL INTELLIGENCE AGENCY

WASHINGTON ~~XX~~ D. C. 20505

OFFICE OF DIRECTOR OF CENTRAL INTELLIGENCE

(This format applies to Ex. Dir. and DCI also--  
each letter must be on proper letterhead. The  
Executive Director uses DCI letterhead.)

The Honorable Robert S. McNamara  
The Secretary of Defense  
Washington, D. C. 20301

Dear Mr. Secretary: (Find out if the person signing the letter knows  
the addressee personally, for instance well  
enough to use his first name.)

XX  
XX.

XXXXXXXXXXXXXXXXXX, etc.

XXXXXXXXXXXXXXXXXX, etc.

Sincerely,

Richard Helms  
Director

Enclosure (if any)

DD/S:RLB:jvw ) On DD/S copies only.

Distribution: )

Orig & Addressee )

1 - ER ) Distribution on CIA copies only.

1 - Signing Official

1 - DD/S Subject

1 - DD/S Chrono

1 - DD/P

(any other copies required)

CONCUR: \_\_\_\_\_  
Date

R. L. Bannerman  
Deputy Director  
for Support

Make an envelope for the letter to be forwarded to ER with package